

31 JUL 1981

MEMORANDUM FOR: Associate Deputy Director for Processing, ODP

STAT FROM: [REDACTED]  
Assistant Executive Officer, OL

SUBJECT: Building Requirements - Chapter Two

REFERENCE: Multiple addressee memo from [REDACTED]  
dated 10 July 1981, Same Subject (ODP 81-892)

STAT

1. Per your request in the referenced memorandum, attached are the Office of Logistics (OL) non-office space requirements.

2. Attachment A lists the current OL non-office space holdings. As suggested, this information was taken from the latest CRAMS report and reflects the findings of that report.

3. Attachment B is a listing of OL non-office space requirements for FY-1987. This listing is based on current holdings, projected needs, and increased flexibility to meet future requirements.

STAT If you have any questions regarding this memorandum or the information contained in the attachments, please contact the undersigned on extension [REDACTED] STAT

Attachments



OL 1 2929a

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Att A

## Attachment A

Non-Office Space SurveyCurrent Usage

<u>Category</u>	<u>Room Number</u>	<u>Square Feet</u>	
1. Supply Room	436 C of C	455✓	
2. Supply Room	410 Key	325✓	
3. Trash Room	305 Key	200✓	
4. Trash Room	431 Ames	40✓	
✓5. Storage	421 Ames	440	
6. Trash Room	331 Ames	120✓	
7. Trash Room		60✓	STAT
8. Supply Room/Copy Center		519	
✓9. Library		147	
10. Conference Room		308	
✓11. Mail Room		310	
✓12. Mail Room		300	
✓13. File/Mail Room		854	
✓14. File/Mail Room		599	
✓15. Conference Room		434	
✓16. File/Mail Room		728	
✓17. File/Mail Room		456	
✓18. Conference/Class Room		2056 <i>class</i>	
19. Machine Shop	BF34 Headquarters	2180✓	
20. Personnel Lounge	GK69 Headquarters	380✓	
✓21. Storage	GJ26A Headquarters	118	
✓22. Storage	GJ26N Headquarters	4817	
23. Typewriter Shop	BF14 Headquarters	598✓	
24. Lab Lower Somat	BE44 Headquarters	600✓	
25. Trash	BO28 Headquarters	1600✓	
26. Pneumatic Tube	5C50 Headquarters	115✓	
27. Pneumatic Tube	5C08 Headquarters	146✓	
28. Pneumatic Tube	4F51 Headquarters	106✓	
29. Conveyor	4F49 Headquarters	80✓	
✓30. Storage Conveyor	4F1203 Headquarters	112	
31. Pneumatic Tube	4F10 Headquarters	146✓	
32. Pneumatic Tube	4F07 Headquarters	130✓	
33. Pneumatic Tube	4C52 Headquarters	119✓	
✓34. Special/Storage	4C49 Headquarters	112	
35. Pneumatic Tube	3F53 Headquarters	106✓	
✓36. Storage/Fine Arts	3F1403 Headquarters	112✓	
37. Conveyor	3F1401 Headquarters	80✓	
38. Pneumatic Tube	3F09 Headquarters	130✓	
39. Pneumatic Tube	3C52 Headquarters	93✓	
40. Conveyor	3C4901 Headquarters	80✓	
41. Pneumatic Tube	3C10 Headquarters	134✓	
42. Conveyor	2F14 Headquarters	80✓	
43. Conveyor	2C54 Headquarters	80✓	

## Attachment A

	<u>Category</u>	<u>Room Number</u>	<u>Square Feet</u>
44.	Pneumatic Tube	2C4901 Headquarters	114 ✓
45.	Pneumatic Tube	2C10 Headquarters	155 ✓
46.	Pneumatic Tube	2C09 Headquarters	131 ✓
✓47.	Storage/Conveyor	GF1203 Headquarters	114 ✓ <i>500</i>
48.	Incinerator	BF40 Headquarters	1500 ✓
✓49.	Storage	BF37 Headquarters	188 ✓
50.	Garage/Special Parking	BD28 Headquarters	8480
✓51.	Storage	BD28 Headquarters	144 ✓
52.	Conveyor	6C4901 Headquarters	80
53.	Pneumatic Tube	6C0901 Headquarters	146 ✓
54.	Pneumatic Tube	5F51 Headquarters	106 ✓
55.	Conveyor	5F1201 Headquarters	80 ✓
56.	Pneumatic Tube	7F53 Headquarters	106 ✓
57.	Executive Dining Room	7D42 Headquarters	1039 ✓
58.	Executive Kitchen Areas	7D40 Headquarters	730 ✓
59.	Pneumatic Tube	7C50 Headquarters	109 ✓
60.	Conveyor	7C4503 Headquarters	80 ✓
61.	Pneumatic Tube	6F5101 Headquarters	106 ✓
62.	Pneumatic Tube	6F0901 Headquarters	130 ✓
63.	Pneumatic Tube	6C5001 Headquarters	119 ✓
✓64.	Computer Output Microfilm Room	GJ4004 Headquarters	740
✓65.	Mail/Storage	GG09A Headquarters	184
✓66.	Mail Room Receiving	GG09 Headquarters	1286
✓67.	Central Mail Room	GB31 Headquarters	3056
✓68.	Storage	3E37 Headquarters	270
✓69.	Copy Center	GJ56 Headquarters	1462 ✓
70.	Photo Studio	1E4802	638 ✓
✓71.	Computer Room	7G30	525 ✓
✓72.	Computer Room	GJ56	1099
73.	Visual Aids Department	GJ4004	1828 ✓
74.	Auditorium	Auditorium	5826 ✓
STAT ✓75.	Computer Space	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	120 ✓

Att B

## Attachment B

Non-Office Space SurveyFY-1987 Projection

<u>Category &amp; Number</u>	<u>Square Feet</u>
1. Conference (7)	<del>1. 500</del> 2. 500 ✓ 3. 250 ✓ 4. 300 ✓ 5. 300 ✓ 6. 250 ✓ 7. 300
2. Storage (7)	1. 300 2. 180 3. 160 4. 300 5. 150 6. 200 (Bulk Storage - LSD) 7. 10,000
3. Library (5)	1. 300 2. 180 3. 300 4. 150 5. 150
4. Mail/File Room (6)	1. 450 2. 180 3. 850 4. 750 5. 600 (R.G. (Central Mail Room - LSD) 6. 4,000
5. Xerox Rooms/Copy Centers (3)	1. 1,475 2. 1,000 3. 500
6. Computer Rooms (6)	1. 1,000 2. 1,100 3. 500 4. 300 5. 150 6. 275
7. Classrooms (1)	1. 1,000

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## Attachment B

<u>Category &amp; Number</u>	<u>Square Feet</u>
8. Photography Studio (1)	1. 624 ✓
9. Visual Aids Department (1)	1. 1,828 ✓
10. Classified Trash Rooms (2)	1. 2,000 ✓ 2. 2,000 ✓
11. Drafting Rooms (2)	1. 900 ✓ 2. 600 ✓ <i>2000 should be 900</i>
12. Supply Room (1) (STORAGE)	1. 1,000 ✓
13. Auditorium (1) (250 seats)	1. 3,000 ✓
14. Executive Dining Room/Kitchen (1)	1. 2,000 ✓
15. Receiving/Loading Dock (1)	1. 2,000 ✓ x
16. Chauffeur's Waiting Room (1)	1. 200 ✓
17. Equipment Repair Rooms (3)	1. 500 ✓ 2. 500 ✓ 3. 500 ✓
18. Pneumatic Tube Work Shop & Storage (ST)	1. 2,000 ✓ x
19. Pneumatic Tube Rooms (4 per floor)	1. 150 each ✓

7 fl.

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